

12.020 UNIFORMS, RELATED EQUIPMENT, AND PERSONAL GROOMING

Reference:

Procedure 12.033 - Mountain Bikes: Assignment, Use, and Maintenance
Standards Manual - 1.3.9, 22.2.8, 26.1.1, 41.3.4, 41.3.5, 41.3.6, 52.1.7, 53.1.1, 53.2.1, 61.3.2

Policy:

Sworn personnel will only wear uniforms and equipment issued or approved by the Department.

Sworn personnel will maintain in good repair and have available a full police uniform and related equipment.

Uniformed personnel assigned to patrol duties will carry the PR-24 at all times.

Department personnel, whether on or off duty, will wear their badge or Department issued identification (ID) card while in a police facility.

Department employees, on-duty, will be properly groomed and dressed, including authorized firearm, badge, and ID card. Department employees will wear either the uniform of the day (for their respective unit) or acceptable business attire of conservative color and design.

Procedure:

A. Calendar for the Uniform of the Day:

1. On May 16, uniformed personnel will begin wearing the summer cap, short sleeve shirt, and necktie.
 - a. Specialists/police officers whose primary function is to perform field duties, including all specialists/police officers assigned to a uniformed shift, are exempt from wearing the necktie.

- 1) Specialists/police officers in assignments such as collators, staff assignments, etc., will wear the necktie.
 - b. All personnel will wear the necktie when wearing any uniform coat.
 - c. Captains and assistant chiefs will wear long sleeve shirts and ties throughout the year.
2. On the day following Labor Day, all uniformed personnel will begin wearing long sleeve shirts and neckties.
 - a. The officer in charge (OIC) will determine the uniform of the day during unseasonable weather.
 - b. If the uniform of the day is nylon jackets, personnel may wear either the windbreaker or storm jacket.
 - c. Uniformed personnel will begin wearing the winter cap on October 1.
- B. Uniforms/Related Equipment - Wearing and Specifications:
1. The Police Department issues the following uniform parts and equipment to each sworn officer:
 - a. Hat and Wreath
 - 1) The summer and winter uniform hat and wreath is worn straight on the head with the visor down over the forehead.
 - a) Do not tilt the hat or wear it on the back of the head.
 - 2) An officer will wear the trooper hat without the wreath:
 - a) Whenever the OIC designates it as the uniform of the day
 - b) Anytime an officer is exposed to adverse weather conditions for extended periods of time

- b. Ike Jacket/Blouse - dress uniform
- c. Nylon Windbreaker
- d. Nylon Storm Jacket
- e. Raincoat and/or All-Weather Coat
- f. Topcoat - captains and above
- g. Trousers - summer and winter
- h. Body Armor
 - 1) All sworn personnel below the rank of captain will wear body armor while on duty, or when working off-duty police related outside employment.
 - 2) Command officers above the rank of lieutenant will wear body armor when actively involved in field operations.
 - 3) Personnel will wear body armor with all front and back ballistic panels inserted.
 - 4) Bureau commanders can approve exemptions to the wearing of body armor. The officer must submit a written request through the chain of command. The bureau commander will consider the following exceptions that, if approved, will expire January 1 each year:
 - a) Administrative and staff assignments including district/unit desk personnel. A position, rather than an individual, may be exempted.
 - b) Non-uniform investigative assignments; A position, rather than an individual, may be exempted.
 - c) A medical condition which precludes the wearing of body armor

- 1] The officer must submit a statement from a physician identifying the condition.
 - 2] The physician's specialty must be consistent with the diagnosis and treatment of the identified condition.
 - 3] The officer has the responsibility for renewing the exemption. The exemption may be renewed using the same process as stated above.
- d) Wearing body armor is strongly encouraged by the Police Department and officers should consider their personal safety in making the following decision:
- 1] Officers have the discretion to remove body armor during a heat emergency declared by the City Health Commissioner.
 - 2] When the heat emergency is lifted, wearing body armor will be mandatory as directed by procedure.
- 5) Exempted officers will have their body armor readily at hand while on duty.
 - 6) Regardless of any exemptions, officers will wear body armor when executing an arrest warrant or search warrant, during stakeouts which may require enforcement action, and when directed by a supervisor.
 - 7) Off-duty officers are not required to wear body armor while attending court.
- i. Shirts - short and long sleeve
 - j. Tie - black clip-on

- 1) Officers may wear one small tie-tack, tie bar, or chain on the tie. Officers may not wear anything on the tie that is obscene, political, or offensive.
- 2) Refer any questionable items to the Inspections Section.

k. Name Plates and Serving Since Pins

- 1) One name plate and the Serving Since pin will be worn by all uniformed personnel on the uniform shirt. The plate and pin combination will be worn on the center of the right breast pocket flap just below the seam.
- 2) The second name plate and the Serving Since pin will be worn on the outermost garment, when appropriate.
- 3) Name plates and the Serving Since pin are not worn on topcoats, raincoats, or nylon jackets.
- 4) The "Serving Since" Pin will reflect the calendar year in which the employee became a sworn Cincinnati Police or Park Police Officer, a Cadet, or a civilian employee of the Police Department.
- 5) If there is a break in service of more than one year, the "Serving Since" pin will reflect the calendar year the employee returned to service.

l. Unit Identification Emblem

- 1) The unit identification emblem is worn on the left lapel of the Ike jacket or blouse.

m. Rank Insignia

- 1) Supervisors will wear the rank insignia on the uniform shirt at all times to enable citizens and officers to easily identify uniformed supervisory personnel.
- 2) Supervisors above the rank of sergeant will wear the rank insignia on the shoulder epaulets of the blouse, overcoat, and nylon storm coat.

n. Badge and Department issued ID card

- 1) Uniformed officers, plainclothes officers, and off-duty personnel in civilian attire will carry/wear their assigned badge and Department issued ID card.
 - a) Off-duty personnel and officers in civilian attire must properly identify themselves in the conduct of police activity by presenting their badge and Department issued ID card, except in emergency situations or when their personal safety might be jeopardized.
 - b) Officers not in uniform, including off-duty officers, will wear their badge or Department issued ID card on the front of their outermost garment, on or above the belt, while in a police facility.
 - 1] Bureau commanders may make exemptions for reasons of safety or practicality (e.g., district exercise rooms).
- 2) Department issued ID cards are replaced when:
 - a) An officer is promoted

- b) An officer's appearance changes significantly (e.g., weight change, color or length of hair, grows facial hair for a covert assignment, or removal of facial hair)
- c) An officer's Ohio operator's license and Department official photographs are renewed every four years.
 - 1] Police Personnel Section routes the notice of expiration of the operator's license and file photographs to all bureaus/districts/sections/units.
- d) Officers will respond to the Criminalistics Squad for replacement of Department issued ID cards. Upon surrender of the expired card by the officer, Criminalistics Squad will destroy the card and immediately issue the new card to the officer.
 - 1] All officers, except those in covert assignments (i.e. Street Corner Unit, Vice Unit, Intelligence Unit, FBI Violent Crimes Taskforce, etc.) will respond with their dress uniform (Ike jacket, blouse, and uniform hat).
 - 2] Two separate pictures are required.
 - a] One photo in dress uniform
 - b] One photo in white shirt (without insignia), black tie, and no hat
 - 3] All officers in covert assignments will respond in proper business attire.

- 3) Lost or stolen ID badge:
 - a) Officers must provide Criminalistics Squad with proof of loss or theft and a copy of the Cincinnati Police Department Incident Report (Form 301) when replacement cards are requested. Officers will:
 - 1] Report lost and stolen cards immediately to their supervisor
 - 2] Teletype the loss or theft to all county agencies
 - 3] Complete a Form 301
 - b) Supervisors will investigate the circumstances and ensure a Form 301 is completed.
 - c) Supervisors will initiate a Form 17, through channels, to the Personnel Section explaining the lost or stolen circumstances. Include in the form any negligence on the part of the officer.
 - d) The district/section commander will determine the degree of any negligence. Upon approval, forward the forms to the affected bureau commander.
 - e) The bureau commander will review and recommend corrective action to the Police Chief when negligence is a factor.
 - f) The supervisor will direct the employee to respond to the Criminalistics Squad for issuance of a new ID name badge.
- 4) Damaged ID name badges:
 - a) The employee will respond to the Criminalistics Squad and exchange the damaged ID name badge for a new one.

- b) Damaged cards will not require a Form 301 unless the damage is due to employee negligence.
 - 1] If the damage is due to employee negligence, the employee will pay for replacement.
- 5) Civilian Employees ID name badge:
 - a) Unit supervisors will ensure new civilian employees assigned to their unit respond to the Criminalistics Squad as soon as possible and have an ID name badge made. The employees will respond in proper business attire.
 - 1] The employee may respond to the Criminalistics Squad between 0800-1600 hours and 1800-0200 hours daily.
 - 2] Criminalistics Squad will issue the completed ID name badge to the new employee immediately.
 - b) Personnel, on or off duty, will wear their Department issued ID card on or above the belt on the front of the outermost garment while in a police facility.
- 6) The ID name badge will be renewed every four years in conjunction with the renewal of the employee's Ohio driver's license.
- 7) Civilian employees leaving the Police Department due to retirement, resignation, or discharge will return the ID name badge to their supervisor.
 - a) The supervisor will forward the ID name badge to Supply Unit for destruction.

- o. Gunbelt
 - 1) Sworn personnel will wear the Department issued gunbelt and all related equipment for the belt while on duty.
 - a) Each officer will examine his gunbelt weekly, giving attention to torn stitching, wear, loose rivets, etc. Have any deficiencies corrected.
- p. Keyhook
- q. Traffic Control Box Key(s)
- r. Ammunition and Case
- s. Department Approved Firearm and Holster
 - 1) Worn on the right side of the officer, with the front edge of the holster in line with the right leg trouser seam. Reverse for left handed officers.
- t. Handcuffs, Key, and Case
 - 1) Officers may carry an extra set of personally owned handcuffs (Peerless or Smith & Wesson) in a black leather, two pocket handcuff case or in their CDOP bag. Belt rings or nylon cases are prohibited.
 - a) Officers must submit a Form 17 through channels to the Supply Unit listing the brand name and serial number.
- u. PR-24 and Retaining Ring/Holster
 - 1) Uniformed personnel assigned to patrol duties will carry the PR-24 when making traffic stops, responding to calls for service, while on foot, mounted, or bike patrol, or otherwise engaged in police duties where the likelihood of arrest or confrontational situations exist (e.g., School Resource Officer duties).

- a) Supervisory personnel are included in this policy.
 - 2) Officers working uniformed off-duty police related outside employment will carry the PR-24.
- v. Chemical Irritant Canister and Case
- 1) The chemical irritant canister worn directly behind the holster can impede the release of the rear security strap of the holster. Officers who wear the chemical irritant in this position should wear a belt keeper between the holster and the canister or move the canister to another position on the gunbelt.
- w. Radio Swivel Mount - Worn on opposite side of firearm
- x. Glove Pouch
- 1) Must be Department issued Gould and Goodrich black leather pouch
 - 2) Must contain 2 pairs of "Safeskin" Nitrile Exam Gloves
- y. Flashlight
- 1) Must meet one of the following specifications:
 - a) Department issued plastic, three "D" cell battery flashlight
 - b) Personally owned plastic, two or three "C" or "D" cell battery flashlight
 - c) Personally owned rechargeable flashlight, with plastic housing or mini-light style, meeting the specifications listed above
 - 2) Officers may carry a supplemental mini-light, metal or plastic, two "AA" cell battery or rechargeable flashlight.

3) Any other style or size flashlight must have the written authorization of the Police Chief.

a) The Police Chief will authorize other styles for special assignment duties only, not for routine patrol usage.

z. Utility Bag

1) All on-duty officers will have the utility bag with them at all times.

a) Unit commanders may make exceptions due to the nature of some special assignments, i.e., walking beat, bicycle, covert, etc.

aa. Riot Helmet

1) All on-duty officers will carry their riot helmet in their Department issued utility bag.

a) Officers will wear the riot helmet in potentially hazardous situations, at the direction of a supervisor.

b) Supervisors can make exceptions to the above for walking beats, etc.

2. The following items are approved for wear with Department issued uniform parts and equipment:

a. Footwear - Approved styles

1) Black, laced, leather or clarino (high gloss), low or high cut, plain toe military shoe with welt last type sole

2) Black, laced, all leather plain toe military boots with welt last type sole

3) Black, winter or inclement weather boots or overshoes

- 4) All authorized shoes and boots should look like a dress shoe, giving the appearance of the leather upper stitched to the sole.
- b. Footwear - Non-approved styles are permitted only when approved for special assignments.
 - 1) Casual shoes
 - 2) Athletic shoes
 - 3) Dress boots
 - 4) Boots with nylon sides
 - 5) Paratrooper boots
 - 6) Any type of leather boot with a gym shoe type appearance, where the sole is molded to the leather upper
 - c. Socks - solid black or navy blue
 - 1) Officers may wear white socks with **boots** provided the socks are not visible beneath the hem of the pant leg.
 - 2) Officers may wear white socks with **shoes** only when prescribed by the Employee Health Service (EHS) physician.
 - a) The district/section/unit will file the written prescription in the officer's Medical Jacket.
 - d. Belt - black with plain buckle and black belt holder loops
 - e. Undershirt - solid white only
 - f. Gloves - black or navy blue
 - g. Dickey and Sweaters
 - 1) Dickey, crew neck sweater, or turtleneck sweater - worn only if the temperature is below 32 degrees, and only when the uniform coat is worn

- a) May not be worn by officers assigned inside (e.g., desk duty, collators, staff assignments, etc.)
 - 1] Officers assigned inside may wear V-neck sweaters.
 - b) Black or navy blue
 - c) Worn with and on top of the uniform shirt and tie
- 2) V neck sweater - worn at any comfortable temperature, and only when the uniform coat is worn
- a) Black or navy blue
 - b) Worn with and on top of the uniform shirt and tie
- h. Eyeglasses
- i. Wristwatch - non-stretch wristband is recommended
- j. Authorized insignia for service achievement - worn only on the Ike jacket, nylon windbreaker, or blouse.
- 1) The Personal Sacrifice Ribbon is worn centered directly above the right breast pocket.
 - 2) The Outstanding Achievement Award is worn centered directly above the left breast pocket.
- k. Special assignment insignia is worn on the Ike jacket, nylon windbreaker, or blouse, centered on the left breast pocket flap. Upon reassignment, retirement, or resignation, the insignia must be turned in.
- 1) Traffic insignia is worn only by Traffic Unit personnel.
 - 2) SWAT insignia is worn only by SWAT personnel.
 - 3) MHRT insignia is worn only by Mental Health Response Team personnel.

- 4) Mounted Patrol Insignia is worn only by Mounted Patrol personnel.
 - 5) Field Training Officer (FTO) insignia is worn only by personnel on the Training Section list of active FTOs.
 - a) Any officer removed from FTO status, regardless of the reason, will immediately return the insignia to the FTO Coordinator.
 - b) During warm weather, the insignia is worn centered on the left breast pocket flap of the uniform shirt.
 - 6) Officers with more than one insignia will wear no more than two at one time, side by side on the left breast pocket flap of the uniform shirt.
3. Department personnel desiring to wear any equipment not issued by the Department or not on the approved list must request approval from the Police Chief on a Form 17.
 4. Canine officers may wear protective equipment in conjunction with their special duties.
 - a. Jumpsuits and baseball type caps, issued by the Department, may be worn for searches and training duty.
 5. Mounted Patrol personnel are permitted to wear/use special equipment authorized for their particular assignment.
 - a. Riding crops, helmets, boots and other protective equipment may be worn when engaged in mounted patrol duties.
 6. Two and three-wheel cycle officers are permitted to wear Department issued helmets and boots as the uniform of the day.

7. Civilian clothes officers in operational assignments (e.g., CIS, district investigator, etc.) and uniformed officers in staff assignments will carry the following. The unit commander can make exceptions if possession of such items might jeopardize a police officer or an official investigation:
 - a. Badge and Department issued ID card
 - b. Handcuffs and key
 - c. Department approved firearm
 - d. Chemical irritant
 - e. Extra magazine
8. Civilian clothes officers in staff assignments (e.g., Inspections Section, Planning Section, etc.) will carry, at the minimum, the following. The unit commander can make exceptions if possession of such items might jeopardize a police officer or an official investigation:
 - a. Badge and Department issued ID card
 - b. Department approved firearm
9. Officers assigned to SWAT teams may wear special uniforms and equipment designated by the SWAT commander.
10. Officers assigned to bicycle patrol may wear special uniforms and equipment as approved by the Police Chief, outlined in Section D.
11. Officers and civilians assigned to the Evidence/Property Management Section, Training Section, and Supply Unit may wear work clothes and caps, issued by the Department, in place of the standard uniform.
12. SWAT, Evidence/Property Management Section, Training Section, and Supply Unit personnel authorized to wear work or training clothing in performance of assigned duties will change to the uniform-of-the-day or business attire when attending court or other functions outside normal duties.

13. Reflective Vests

- a. All uniformed officers assigned to Patrol Bureau are issued a reflective vest.
 - 1) Each commanding officer within the Patrol Bureau will ensure all uniformed personnel under their command have a reflective vest.
 - 2) The officer's badge number is marked on the inside of his vest with a black indelible marker.
 - 3) Individual vests will remain with the officer upon reassignment or transfer to another bureau, district, section, or unit.
- b. Department personnel will wear the reflective vest for all uniformed assignments or details, on duty or off duty, under the following conditions:
 - 1) All accident scenes
 - 2) All traffic posts
 - 3) All expressway assignments, when outside the vehicle
 - 4) Whenever in the roadway exposed to traffic hazards. Routine traffic stops are not subject to this requirement.
- c. Each district has spare vests marked with the district number and vest number.
 - 1) These spare vests may be used by officers not having an issued vest for off-duty details, by civilian riders, police-clergy team personnel, or other non-Patrol Bureau personnel who may be exposed to traffic hazards.
 - 2) When spare vests are issued, make a blotter entry to include the name of the person using the vest and the identifying number of the vest.

C. Dress Uniform:

1. The dress uniform will consist of Ike jackets for specialists/police officers and blouses for supervisors regardless of the date or weather unless specified otherwise by the Police Chief.
 - a. Blouses may be issued to police officers/specialists upon approval of the officer's bureau commander.
 - b. Uniformed personnel will wear the dress uniform:
 - 1) To full City Council meetings
 - 2) To funerals
 - 3) When a parade participant
 - 4) When attending promotional ceremonies
 - c. Exceptions can be made by the Police Chief or any assistant chief (e.g., staff meetings, Council committees, etc.)
2. Personnel appearing as guest instructors at the Training Section will wear either the dress uniform or conservative business attire, displaying proper identification.
3. When winter uniforms are worn, uniformed personnel in staff assignments will wear either the dress uniform or conservative business attire while attending to normal duties and meetings.
 - a. The storm coat or lightweight jacket may be worn while at lunch, etc.
4. Sworn personnel in non-uniformed assignments have the option of wearing the dress uniform or conservative business attire while being a participant in promotion ceremonies.
 - a. Grooming standards must be followed if the dress uniform is worn.

D. Mountain Bike Uniform

1. The following items are issued to bike officers as their Department issued bike uniform:
 - a. Cycling helmet
 - b. Cycling glasses
 - c. Nylon gunbelt
 - d. Nylon holster
 - e. 9mm magazine holder
 - f. Radio holder
 - g. Expandable PR-24
 - h. Nylon mace holder
 - i. Nylon double handcuff case
 - j. Silent key ring
 - k. Nylon PR-24 holder
 - l. Leather badge clip holder
 - m. Department issued leather glove pouch containing 2 pairs of "Safeskin" Nitrile Exam Gloves
 - n. Summer shorts
 - o. Short sleeve shirts
 - p. Long trousers
 - q. Mock turtleneck shirt
 - r. Winter jacket
 - s. Helmet cover
 - t. Balaclava
 - u. Gloves (winter & summer)
 - v. Cycling shoes
 - w. Climits hand protectors

2. The following combinations of bike uniform parts are acceptable for wear together. No other uniform combinations will be worn.

Uniform A
Short Sleeve Shirt
Long Pants

Uniform B
Short Sleeve Shirt
Shorts

Uniform C
Mock Turtleneck
Short Sleeve Shirt
Shorts

Uniform D
Mock Turtleneck
Short Sleeve Shirt
Long Pants

Uniform E
Winter Jacket w/o Sleeves
Mock Turtleneck
Long Pants

Uniform F
Winter Jacket w/Sleeves
Mock Turtleneck
Long Pants

Uniform G
Winter Jacket w/o Sleeves
Mock Turtleneck
Shorts

Uniform H
Winter Jacket w/Sleeves
Mock Turtleneck
Shorts

Uniform I
Winter Jacket w/Sleeves
Mock Turtleneck
Short Sleeve Shirt
Long Pants

Uniform J
Winter Jacket w/Sleeves
Summer Shirt
Long Pants

3. Wearing of the Bike Uniform
- a. Helmets and eye protection will be worn at all times while cycling.
 - b. The balaclava and helmet cover may be worn during inclement weather.
 - c. Department issued web gear will only be worn with an acceptable bike uniform.
 - d. The bike uniform will only be worn when officers will be riding their bikes. During inclement weather or when assigned other duties when the officer will not be riding a bike, the uniform of the day will be worn.
 - 1) Off duty officers attending court, who are assigned a Mountain Bike, will wear the uniform of the day or conservative business attire.
 - e. Officers riding as partners will wear the same uniform combination.

- E. Uniforms/Related Equipment - Inspection and Replacement:
1. Uniforms along with related equipment are inspected annually as announced by the Bureau Commander.
 - a. All sworn personnel will respond in person to one of the scheduled inspection sessions.
 - 1) District personnel on duty when clothing inspection is held at their district must attend on that date.
 - 2) Off-duty district personnel must attend one of the scheduled inspections as directed.
 - 3) Personnel assigned to units other than districts will attend one of the scheduled inspections.
 - b. Present all items in a clean condition.
 2. New uniforms and parts will be ordered at the annual inspection.
 3. A Form 264, Equipment Record is maintained at the Supply Unit, showing the equipment issued to each officer.
 - a. The uniform supplier, Roy Tailors Uniform Company, maintains a computer generated listing of uniforms issued to each officer.
 4. Uniforms or equipment showing excessive wear or in need of repair between inspections will be brought to the attention of the district/section/unit OIC. The OIC will submit a Form 630, Equipment/Supply/Service Order to the Supply Unit requesting repair or replacement.
- F. Spare Firearms, Holsters, Badges, Wreaths, and Chemical Irritants:
1. Under unusual circumstances, an officer may need to obtain a replacement firearm, holster, badge, wreath, or chemical irritant.

- a. During normal working hours, officers will respond to the Supply Unit and obtain a spare holster, badge, wreath, or chemical irritant.
- b. During normal working hours, officers with defective firearms will call the Firearms Training Unit. If Firearms Training Unit personnel are available, the officer will respond to that location and have the defective firearm repaired or replaced with a spare.
 - 1) If Firearms Training Unit personnel are unavailable, the officer will respond to the Supply Unit for a spare firearm.
- c. If the need occurs when the Supply Unit is closed, the officer will respond to the Criminal Investigation Section (CIS). The following equipment is kept in the CIS vault:
 - 1) Twelve Smith and Wesson 9mm automatics (eight Model 5946, four Model 6946)
 - 2) Spare badges and wreaths for a sergeant, two specialists, and eight police officers
 - 3) Five spare chemical irritant canisters
 - a) Officers will give a copy of a completed Form 630 requesting a replacement chemical irritant to CIS personnel.
 - b) The officer's unit of assignment will route the original completed Form 630 and defective chemical irritant to the Supply Unit.
 - 4) Two spare holsters for the Smith and Wesson semiautomatic pistol
- d. Check out the equipment through CIS desk personnel. They will document in the logbook when the equipment is loaned out and when it is returned.

- 1) Items loaned from the CIS vault are intended for short-term loan only. Officers should arrange to obtain long-term loan items from Supply Unit and return the borrowed item to CIS within 5 days.
 2. Take defective equipment to the Supply Unit for repair or replacement during their normal work hours.
- G. Uniforms, Related Equipment, Personal Property - Lost, Stolen, or Damaged:
1. Personnel will report lost or stolen uniform parts or Department issued equipment immediately to their supervisor.
 - a. The supervisor will investigate the circumstances of the incident. The supervisor will include in the investigation the degree of negligence, if any, on the part of the officer.
 - 1) Teletype the loss or theft of uniquely identifiable or serialized property such as a badge, wreath, firearm, or handcuffs to all county agencies.
 - b. Based on the investigation, the supervisor will ensure a Form 301 is completed along with a Form 630. Attach a copy of the Form 301 to the completed Form 630.
 - c. The district/section commander will review the Form 630 and/or copy of the Form 301 and determine the degree of negligence on the part of the officer, if any. Upon approval, the district/section commander will forward these forms to the affected bureau commander.
 - d. Upon approval, the bureau commander will send the Form 630 and Form 301 attachment to the Inspections Section Commander.
 - 1) The bureau commander will review the degree of negligence, if any.

- 2) The bureau commander will recommend corrective action to the Police Chief when negligence is a factor.
- e. Supply Unit will replace the item.
2. Personnel will immediately report damaged uniforms or Department issued equipment to their supervisor.
 - a. The supervisor will investigate the circumstances of the incident and make a Form 630 if needed. The supervisor will include in the investigation the degree of negligence, if any, on the part of the officer.
 - b. Forward the Form 630 or Form 301 to the district/section commander for approval. The district/section commander will determine the degree of negligence, if any, on the part of the officer.
 - c. Upon approval, the district/section commander will forward the Form 630 to Supply Unit.
 - 1) The district/section commander will send a copy of the Form 630 or Form 301 to the affected bureau commander for his information.
 - 2) Follow Sections G.1.d.1) and 2) if necessary
 - d. Supply Unit will replace the item and dispose of the damaged item.
3. Replace personal property in accordance with guidelines set forth in the labor agreement.
 - a. Make a request for replacement or repair of personal property on a Form 630 to the Inspections Section with replacement receipt attached.
 - b. The Inspections Section Commander will make a recommendation to the Police Chief concerning replacement of personal property.

- H. Storage of Uniform Equipment While Officer Suspended:
1. If an officer is suspended five days or less, the officer's equipment need not be surrendered. Internal Investigations Section (IIS) personnel will notify the officer of the suspension dates, that his police powers are suspended, and that the carrying or use of police equipment is prohibited.
 2. If an officer is suspended more than five days, the officer's commander or his designate will immediately relieve the officer of his firearm, badge, wreath, ID card, and ammunition. Issue a receipt to the officer for the items taken.
 - a. If there is an armory at the suspended officer's unit of assignment, and the suspension is less than 11 working days, store the items taken in the armory.
 - b. If the suspended officer's unit of assignment does not have an armory, or the suspension is more than 10 working days, hand carry the items taken to the Supply Unit for storage.
 - c. Temporary ID Cards will be issued to sworn members of the Department who have their police powers suspended.
 - 1) The affected officer will pre-arrange and respond to Criminalistics Squad for the Temporary ID Card between 0800-1600 and 1800-0200.
 - 2) Criminalistics personnel will number the ID card and record it in a logbook.
 - 3) When police powers are restored the supervisor should send the Temporary ID Card to the Criminalistics Squad Commander for destruction.

I. Uniforms/Related Equipment - Misuse of Same:

1. All Police Department personnel are responsible for the proper use and care of Department issued equipment.
 - a. If, as a result of an OIC investigation it is determined neglect, unauthorized alteration, destruction, disposal, or other misuse of equipment or uniforms has occurred, disciplinary action could result.
 - b. If the above investigation determines any of the aforementioned misuse, Department personnel may be required to assume all costs of replacement as part of the penalty for such violations.

J. Personal Grooming:

1. Grooming standards for male police officers:
 - a. Hair:
 - 1) In all cases, the bulk and/or length of the hair will not interfere with the wearing of the uniform cap.
 - 2) Hair on top of the head will be neatly groomed. The length and/or bulk of the hair will not be excessive or present an unkempt, ragged, or extreme appearance.
 - 3) Hair must be evenly tapered on the sides and back. The hair outline will follow the contour of the ear. Hair will not fall over the ears or touch the collar, except for the closely cut hair at the back of the neck.
 - a) A block-cut in the back is permissible in a moderate degree.
 - 4) Frontal grooming will not permit the hair to be visible on the forehead when the uniform cap is worn.

b. Sideburns:

- 1) Sideburns will be neatly trimmed and the bulk of the sideburns will not be excessive.
- 2) Sideburns will not exceed one inch in width.
- 3) The maximum length of the sideburns will not extend downward below the bottom of the opening of the ear.
- 4) The base of the sideburns will be a clean shaven horizontal line.

c. Mustaches:

- 1) Mustaches can extend 1/4 inch beyond the line perpendicular to the corners of the mouth. They will not extend below a line horizontal with the corners of the mouth, and will be neatly trimmed. Fu Man Chu and handlebar styles, etc. are prohibited.

d. Beards:

- 1) The face will be clean shaven. Beards and goatees are not considered uniform grooming, and are not permissible.
 - a) The Police Chief may approve an exemption to allow facial hair if a pseudofolliculitis medical condition exists.
 - b) Officers requesting an exemption must:
 - 1] Submit a written request on a Form 17 through the chain of command.
 - 2] The diagnosis of pseudofolliculitis barbae must be made by a dermatologist. The note from the dermatologist will include the officer's:

- a] Skin condition
 - b] Extent and prognosis of the pseudofolliculitis
 - c] History of previous medical treatment
 - d] Length of time the officer has received treatment
 - e] Recommendation for current treatment
 - f] How frequently the officer may shave while undergoing treatment
- 3] The officer requesting an exemption will schedule an appointment with the EHS physician who will examine the officer and review the dermatologist's recommendations.
 - 4] The officer will submit a signed medical release allowing the Police Department to discuss the skin condition with the dermatologist.
- c) Officers receiving an exemption will:
- 1] Keep their beard evenly trimmed at a length not to exceed one-eighth inch
 - 2] Submit a renewal request by January 1st following the initial request
 - a] Approved requests will begin and end annually on January 1st.

2. Grooming standards for female police officers:

a. Hair:

- 1) The hair, when worn full length, will not extend downward below the lower edge of the shirt collar.
- 2) Longer hair may be worn, but must be uplifted to the top of the head while in uniform. When in the uplifted position, no hair will extend downward below the lower edge of the shirt collar.
- 3) The length of the hair will not interfere with the proper wearing of the uniform cap.
- 4) Frontal grooming will not permit the hair to be visible on the forehead when the uniform cap is worn.

b. Makeup:

- 1) A moderate use of makeup is permissible.
 - a) The use of eye shadow is prohibited. The heavy use of makeup is not acceptable.
- 2) Fingernail polish, other than clear or neutral shades, is prohibited.
 - a) Nails are to be cut short and neatly trimmed.
- 3) A conservative amount of lipstick of a clear or neutral shade is permissible.

3. Jewelry:

- a. The wearing of jewelry by male and female officers (chains, necklaces, pendants, earrings, bracelets, etc.) will be limited to rings and watches while in uniform.

- 1) Religious medals, scapulars, and other bona fide expressions of religious affiliations may be worn around the neck, provided the item is concealed by either the uniform shirt or an undershirt.
4. The above regulations apply to all uniformed and non-uniformed officers. Exceptions are officers who, because of the nature of their assignments, have the written permission of their bureau commander exempting them from these regulations.
 - a. The bureau commander will maintain a record of this exemption.
 - b. Bureau commanders may make exemptions for reasons of safety or practicality (e.g., district exercise rooms).
- K. Personally Assigned Lockers:
1. When possible, the Department assigns all personnel locker space at their unit of assignment.
 2. Each officer receives a locker key. The officer will keep it locked when not in use.
 3. The commanding officer will maintain, in a secure place, a duplicate key file by name and assigned locker number.
 - a. Only the commander and supervisory personnel of the unit have access to the key file.
 4. Employees may not install combination locks or other type locks on Department lockers without the written approval of the unit commander.
 - a. If the unit commander grants approval, the employee must furnish the combination or a duplicate key for the duplicate key file.
 5. A commander and/or supervisor or ranking Department officer may open a locker for the following purposes:

- a. To be sure Department equipment is maintained in a proper manner
 - b. To determine the location of Department records and reports known to be the occupant officer's responsibility
 - 1) Citations, records, reports, or other official Department documents requiring processing in accordance with Department policies and procedures will not be kept in any officer's locker.
 - c. For health and safety reasons, i.e., rotting food, mildewed uniform parts, leaking canisters, etc.
 - d. Any other legitimate Department need
6. A unit supervisor may require a total locker inventory in the presence of the assigned locker occupant for any of the reasons outlined in Section K.5.
 7. Supervisors may not randomly search lockers.
 8. Individually assigned lockers in police facilities are the property of the City of Cincinnati.